



Honda Motorcycle and Scooter India Pvt. Ltd.
Commercial Complex II Sector 49-50,
Golf Course Extension Road, Gurgaon (Haryana) 122018
Tel. : 0124-6712800. Fax : 0124-6712999

Date: September 4th, 2017

Mr. Rajeev PV
Vaishnavi Nilaya, Chikkamarikamba Temple Street,
RP Compound, Malur Taluk, Kolar District
Karnataka-563130

SUBJECT: APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Dear Mr. Rajeev PV,

We are pleased to offer you appointment as **Engineer** in Honda Motorcycle and Scooter India Pvt. Ltd. (henceforth called "the Company"), for a fixed period of employment on the following terms and conditions:-

1. This fixed-term employment contract is for a period of **two years (24 months)** starting from **September 18, 2017** and will automatically come to end on **September 17, 2019** unless terminated earlier.
2. Be it clearly understood and agreed that your appointment is for a specific period as stated above and no notice or pay in lieu thereof or retrenchment compensation will be payable to you by the Management at the end of tenure with the Company.
3. Since your appointment is being made for a specific period as above, you will neither have any right nor a lien on the job held by you in the Company. It is hereby clarified to you that this position has arisen due to temporary increase in workload upon the Company.
4. As a fixed-term and contractual employee, you are also not eligible to claim regular employment in the Company even if there is such a vacancy for the post held by you or otherwise.
5. You will be posted at our **Narsapura Factory in the State of Karnataka**, however, based on business exigencies you may be relocated by the Company anywhere in India. You may be transferred to a different position or unit/department of the company either in existence or which may come up pursuant to the requirements of the Company.
6. This Contract can be terminated by either side after serving a notice in writing for 30 days in advance or basic salary in lieu of such notice. Be it clearly understood and agreed that the management will not be liable to pay any compensation or any claim of remaining amount or claim of any kind for unexpired period of the tenure mentioned above if your service is discontinued by the management prior to the expiry of period as specified above.
7. The break-up of your total remuneration in INR is annexed herewith but can be split or modified in future.



Honda Motorcycle and Scooter India Pvt. Ltd.
Commercial Complex II, Sector 49-50,
Golf Course Extension Road, Gurgaon (Haryana) 122018
Tel. : 0124-6712800. Fax : 0124-6712999

8. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
9. It is a condition of your service to ensure secrecy and confidentiality of all documents, process, policies, systems and techniques of the Company and use such information only in connection with the discharge of your job responsibilities.
10. During the period of employment with this company, you will not engage yourself in any other work either paid or in honorary capacity.
11. Your appointment is being made on the basis of the information furnished by you to the Company and in case any information as given by you is found false or incorrect or by committing any act amounts to loss of confidence etc., your appointment will be deemed void *ab initio* and liable for termination without any notice or salary in lieu of such notice.
12. Your address, as indicated in the office record of the company shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you and in case there is any change in your residential address, you will intimate the same within 3 days of such change of address or else the address as appearing on the record of the Company will be taken as your address.
13. You will be responsible for carrying out your work as assigned to you to the entire satisfaction of the management.
14. You will be punctual and regular in your duties and will not absent yourself or overstay your sanctioned leave without prior permission of the management.
15. Your employment shall liable to be terminated in case you will be incapacitated by reason of illness, accident or any other cause and cannot perform your duties. It is also made clear that if you are found suffering from any infection/contagious disease, the Company may, at its discretion, terminate your services.
16. You will abide by the conduct and discipline of the Company and will abide by the rules & regulations of the Company which may be in force or introduced or amended from time to time.
17. Your appointment shall be subject to be found physically, medically and mentally fit for carrying out your work as per requirement of the Company. You shall be liable to present yourself for medical examination as & when required by the management.
18. Your employment with company during the aforesaid period shall be subject to be found professionally fit (based on periodic written/ viva & skill tests) for carrying out Operations & Maintenance work requirements of the Company including requirement of valid passport or valid police verification certificate as required for entry permit.



Honda Motorcycle and Scooter India Pvt. Ltd.
Commercial Complex II, Sector 49-50,
Golf Course Extension Road, Gurgaon (Haryana) 122018
Tel.: 0124-6712800. Fax: 0124-6712999

19. Privilege/earned leave shall be as per law and the prevalent practice in the Company. Grant of leave will depend on the exigencies of work and shall be at the direction of the management. Before proceeding on privilege/earned leave, you will have to apply for leave 15 days in advance to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave, an application will have to be made in advance so as to reach positively before the expiry of leave originally granted. Mere submission of application will not mean that the leave has been sanctioned. The casual/sick leave will be given as provided under the law depending upon the justification of the ground for availing of leave and the genuine medical certificate supported with the application of leave. Entitlement of sick leave, when covered under the ESI Act will be only when your application will be supported by ESI Slip. The management will be within its rights to get you medically examined to verify your alleged sickness.
20. Absence for a continuous period of seven days without prior approval of your superior (including overstay/training) would be deemed to be abandonment of employment by you where you have relinquished your rights and claim on your employment your service would automatically come to an end without any notice or intimation.
21. During the employment with the Company, you shall be liable for immediate termination without any notice period if:
 - a) Any incorrect information furnished by you or on suppression of any material information while seeking and continuing in the employment.
 - b) Any act which, in the opinion of the management, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, loss of confidence, breach of trust, irregularity in finance, habitual absence, unpunctuality or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or breach on your part of any of the terms, conditions or stipulations contained in this arrangement or a violation on your part of any of the Company's rules or any act or omission subversive of discipline and/or prejudicial to interest of company or discipline.
 - c) Committing any breach of any terms of this appointment letter and code of conduct either directly or indirectly.
 - d) Doing any act or omitting, in any manner, which would be prejudicial to the interest of the company.
 - e) Failure to comply with transfer order.
 - f) Misappropriating management money and/or misuse of Company's funds/property.
 - g) Being guilty of any gross default or misconduct like sexual harassment.
 - h) Failure in supervising the work of your juniors.
22. You agree to defend, indemnify and hold harmless the Company and all its Directors from any and all claims, damages, liability, attorney fees and expenses on account of your failure to satisfy any of your obligation under this work assignment.
23. In case of any breach of the terms and conditions stipulated in this appointment letter, the Management reserves its rights to terminate your engagement with immediate effect without further notice to you.

HONDA

Honda Motorcycle and Scooter India Pvt. Ltd.
Commercial Complex II, Sector 49-50,
Golf Course Extension Road, Gurgaon (Haryana) 122018
Tel. : 0124-6712800, Fax : 0124-6712999

24. These terms and conditions of this appointment letter supersede any prior oral or written understanding regarding the terms and conditions of your employment with the Company.
25. In addition to the terms and conditions of this appointment letter, there may be other policies and procedures that apply to your employment. The Company, for the efficient and fair administration of employment and other business matters, formulates these policies and procedures. You must diligently comply with the Company's policies and procedures, as amended from time to time and notified to you.
26. After the expiry of the term of this Contract, it shall stand expired without any further notice. At the end of your tenure of the period as specified above or on termination of employment with the company for any reason, you must return all items and documents, if any, failing which you will be held guilty and suitable legal action can be taken against you.
27. In case the above terms and conditions are acceptable to you, you are requested to sign the duplicate of this letter for having understood and having accepted the same and return the same.

For and on behalf of the management of Honda Motorcycle & Scooter India Pvt. Ltd.

Authorized Signatory

Encl. As above

Declaration/ Acceptance

I.....S/O.....,aged about..... year, residing at.....,do hereby declare that I have read and understood the terms and conditions of the appointment letter and accept the same as it is and abide by the same.

Signature of the Applicant

Date:

Honda Motorcycle & Scooter India Pvt.Ltd.**REMUNERATION DETAILS - 2017~18**

Name	Rajeev PV	Operation	Narsapura Plant
Designation	Engineer (1st Year)	Department	PPC Narsapura
E.Code		Section	

COMPONENTS	NOTES	AMOUNT (RS./ Monthly)	AMOUNT (RS./ Annum)
TFI			
Basic		14,500	1,74,000
House Rent Allowance		4,060	48,720
Company's contribution to Provident Fund		1,740	20,880
TOTAL TFI [A]		20,300	2,43,600
PERQUISITES			
Medical Insurance	****		10,451
Transport Subsidy			42,380
Canteen Subsidy			19,440
TOTAL PERQUISITES [B]			72,271
COST TO COMPANY [A + B]			3,15,871

Notes:

1. All entitlements are as per company policies currently in force and may vary from time to time.

2. Payment of all entitlements are subject to the taxes as per the Tax Laws applicable in India.

**** You will also be covered under Company's Group Personal Accident Insurance Policy.

